

ARCS PROCEDURE:	LOGGING OUTGOING CORRESPONDENCE IN THE OMS	PRO(TWPPO)-029.000  March 23, 2000 Page 1 of 2
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## **Logging Outgoing Correspondence in the OMS**

### **I. Purpose:**

This procedure provides instruction on how to log outgoing correspondence in the OMS.

### **II. Cautions and Hazards:**

None.

### **III. Requirements:**

None.

### **VII. Procedure:**

#### **A. Steps:**

1. Obtain the outgoing correspondence from the "outgoing" file tray
2. Log onto the OMS by selecting "4D CLIENT"
  - Click on "more choices"
  - Select "OMS Green Network" and then click "OK"
  - Type your user name and password and then click on "Connection"
3. Click on "documentation" on menu bar; scroll down and click on "outgoing correspondence"
4. Click on "add a new record"
5. Complete all required information
  - TYPE: Click on arrow; highlight the type of correspondence
  - TO: Enter name of the person the correspondence is addressed to (if correspondence was sent to a list of people, type "distribution")
  - THRU: Enter the name of the outside signer
    - FROM: Enter name of sender of correspondence

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- OF: Enter the affiliation of sender (refer to the people list when unsure)
  - DATES:
    - a) Origination: Enter date correspondence was written
    - b) Routed: If the correspondence requires an outside signature, enter the date correspondence is sent to be signed
    - c) Distributed: Enter date correspondence was sent out of TWPPO
  - FILE LOCATION: Enter location of where the correspondence is to be logged
  - SUBJECT: Enter description of correspondence
  - COMMENTS: Enter key words or anything associated with correspondence
  - RELATED ACTION ITEMS: Enter relating action item if correspondence needed
6. Write the log number on the right hand corner of correspondence with red ink.
  7. Click on check mark "ok" to move to the next new record.
  8. Click on "cancel" to exit out of new records.
  9. Place correspondence in the "to be filed" tray.

#### **V. References:**

None.

#### **VI. Attachments:**

None.